

**The Retirement Board of the
Firemen's Annuity & Benefit Fund of Chicago**
20 S. Clark Street, Suite 300
Chicago, IL 60603-1899



ELECTED TRUSTEES

DANIEL A. FORTUNA, Annuitant Trustee, President
ZACHARY PENTEK, Active Trustee, Secretary
JOE SENORSKI, Active Trustee
MICHAEL FLISK, Active Trustee

EX-OFFICIO TRUSTEES

ANNA VALENCIA, City Clerk, Vice-President
MELISSA CONYEARS-ERVIN, City Treasurer
MICHAEL BELSKY, City Comptroller
BRANDON KELLER, Deputy Fire Commissioner

INVESTMENT OFFICER POSITION POSTING

The Firemen's Annuity and Benefit Fund of Chicago (the Fund) was established in 1931 and is governed by ILCS 40, Act 5, Article 6 of the Illinois Revised Statutes. The Fund was created for the purpose of providing retirement and disability benefits for Chicago fire personnel and paramedics and serves approximately 4775 active and 5,400 annuitant members.

The Fund is seeking an Investment Officer. This position reports directly to the Chief Financial Officer (CFO) and is responsible for the oversight and execution of investment operations, compliance, reporting, and coordination with external consultants and legal counsel. The Investment Officer plays a critical role in supporting the Fund's investment strategy and ensuring adherence to regulatory and internal policies. The \$1.5 Billion in assets of the Fund are managed externally by approximately 28 investment managers. Additionally, the Fund has an investment consultant, Callan LLC, that is tasked with working directly with the Investment Officer and Investment Committee unilaterally.

RESPONSIBILITIES

- Serve as liaison between Senior Staff, the Fund's Consultant, Legal Counsel, and the Retirement Board regarding all matters related to the investment portfolio.
- Maintain, monitor, and document compliance with the Fund's Statement of Investment Policy.
- Compile, prepare and co-present investment content at Regular Board meetings, Investment Committee meetings, or at other times when necessary for publication or education initiatives.
- Oversee external vendor relationships including investment managers, consultants, custodian, and other investment related service providers.
- Work directly with the CFO and Deputy Comptroller on investment accounting, transaction processing, reconciliation, and rebalancing portfolio assets in accordance with the Retirement Board's target allocations.
- Development - in conjunction with the CFO - of projected cash flows, annual investment revenues, timely payments of investment manager expenses, as well as annual expenditures for budgeting purposes.
- Complete all external compliance requirements including regulatory reporting, legislative reporting, and ad hoc requests from municipal, state or federal entities.
- Responsible for providing the content of all investment-related Freedom of Information Act (FOIA) requests and updating the current investment records available on the Fund's website.
- Understand and utilize the Fund's custodial and securities lending reporting tools.
- Coordinate manager presentations, as requested by the Board. Conduct regularly scheduled meetings with existing investment managers. Meet with potential investment managers, particularly minority managers, and summarize all meeting outcomes.

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- Run and compile all Requests for Proposals (RFPs) and investment manager searches.
- Manage and store all investment records in accordance with the Fund's document retention policy.
- All other tasks or responsibilities that may arise from for the oversight and execution of investment operations.

REQUIREMENTS

- Bachelor's degree in finance, accounting, business administration, or a related field. Advanced degrees or certifications (e.g., CFA, CFP) preferred.
- Minimum of 5 years of experience in institutional investment management, operations, public pension, or corporate fund management.
- Strong understanding of investment accounting, policy compliance, and reporting requirements.
- Experience working with external investment and legal professionals.
- Proficiency in Microsoft Office 365. CoPilot and Bloomberg experience is welcomed.
- Knowledge of defined pension plan structures or willingness to learn.
- Excellent organizational, analytical, and communication skills.
- Ability to manage multiple tasks and meet deadlines in a professional office environment.

BENEFITS

- Medical, Dental, & Vision Insurance
- Defined Benefit Retirement Plan with the Laborer's Annuity and Benefit Fund of Chicago
- Paid Time Off including vacation, holidays, sick & personal time
- This job operates in a professional in person office environment, but offers reasonable flexible schedule allowances

SALARY

The salary range for the position is \$120,000 - \$135,000 depending on experience and qualifications.

APPLICATION INSTRUCTIONS

Please submit a cover letter, resume, and any other relevant information to: opportunity@fabf.org. Applications will be reviewed on a rolling submission basis until the position is filled. For more information about the Fund, visit: fabf.org.

FABF is an Equal Opportunity Employer; qualified candidates with diverse backgrounds and experiences are encouraged to apply.